



## Evergreen Indiana Printer Configuration and Testing

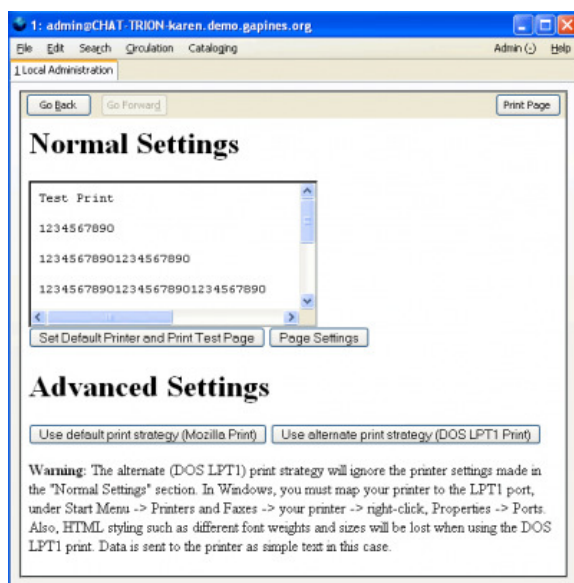
*We use receipt printers at each circulation desk. What brand of receipt printer will work with Evergreen?*

Evergreen will work with all popular receipt printers. For any printer that can load into Windows, chances are good that it will work with the Evergreen ILS.

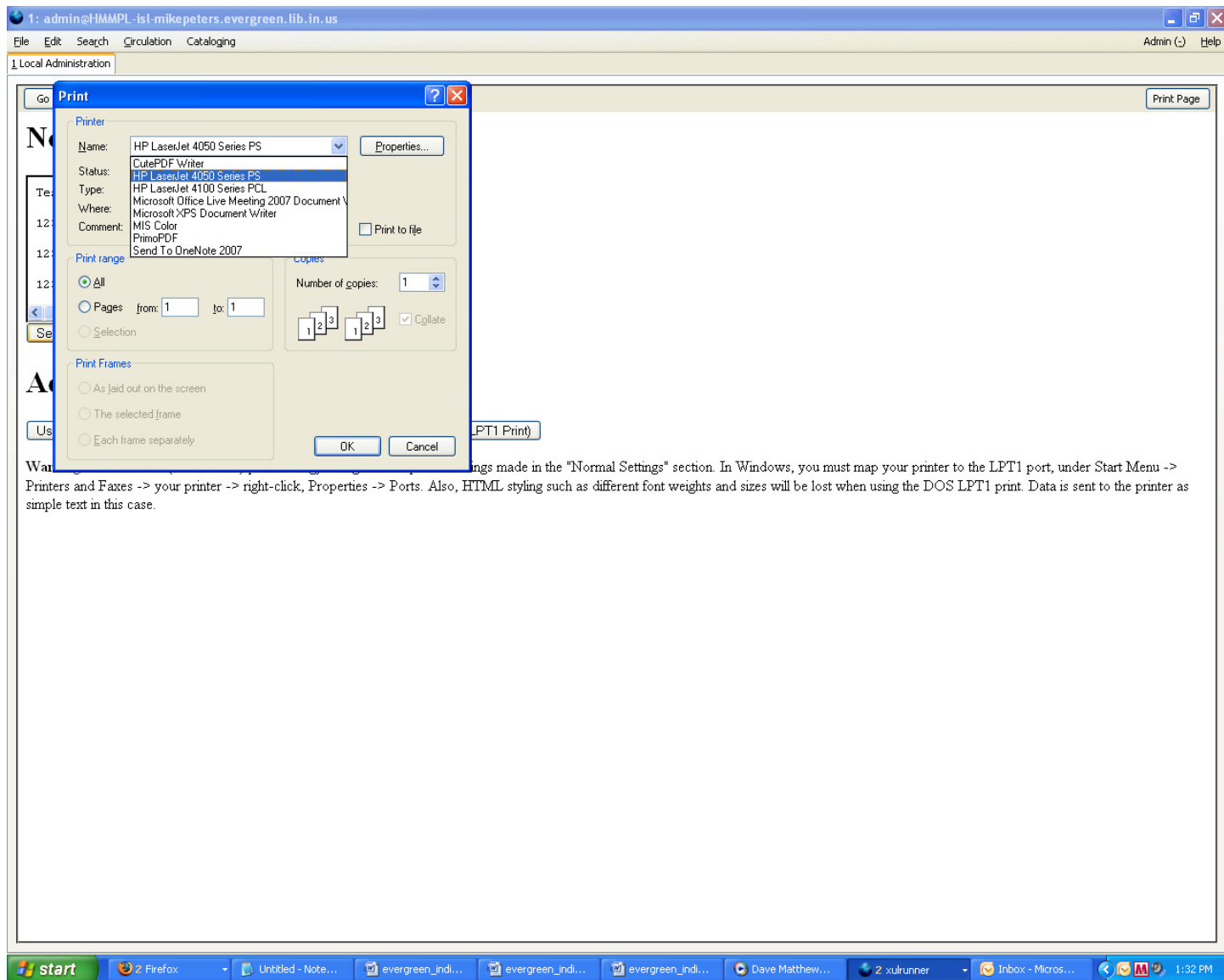
### Configuring Your Receipt Printer

Ideally, on installation, the staff client will configure itself to use the default printer reported by the Operating System. However, you can check or change this with the Printer Settings sub-interface available from the **Admin→Local System Administration** menu option.

You will be presented with several options, shown below: **Set Default Printer and Print Test Page, Page Settings, Use default print strategy** (preferred), and **Use alternate print strategy** (for when the default print strategy doesn't work).



After pressing “Set Default Printer and Print Test Page” the “Print” screen will appear.



From the dropdown, select the name of your receipt printer and click “OK”. The test page will be sent to your receipt printer. If it prints successfully, close the Local Administration tab and you can begin using Evergreen to print your receipts.

If printing fails, attempt the “Use alternate (DOS LPT1 Print)” setting and print the test page again. Most printers however will use the default Mozilla Print strategy.

## Page Setup

The dialog spawned from this button allows you to set the orientation of print outs (Landscape vs. Portrait), the margins, the headers and footers, and other related information.

